



STATE DEPARTMENT OF EDUCATION

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TOM LUNA
STATE SUPERINTENDENT
PUBLIC INSTRUCTION

Smarter Balanced Test Security

The Test Administrator (TA) plays a critical role in monitoring the testing session and adhering to directions for standardized administration. Specific guidance on test security is located in Section 3.0 and Appendix B in the Field Test Administration Manual. For example, the TA is responsible for ensuring that students do not have access to content-relevant resources in the testing location and that students do not have access to cell phones.

There are a number of embedded features designed to support student needs during the testing session. These tools and resources are critical for providing accessibility for individual students. The TA is responsible for ensuring that students are using these tools and resources in the manner in which they were intended.

As the Field Test begins, it is important for district and school Test Coordinators and Test Administrators to be familiar with test security protocols outlined in the Field Test Administration Manual, specifically Section 3.0 and Appendix B. In particular:

- Before and during testing, all test items and test materials must remain secure and must be appropriately handled, including creating a secure testing environment for what students can see, hear, or access (including access via personal technology such as a cell phone).
- Before and during testing, school Test Administrators should keep in mind that the secure browser has been designed to help ensure that a student's Internet connection allows access only to the Field Test. However, the school Test Administrator is ultimately responsible for monitoring and reporting any inappropriate Internet access or any other improper display, printing, photographing, duplicating, or sharing of test questions.
- As testing starts, the Test Administrator is responsible for ensuring that students have properly logged in and are taking the test for which they are scheduled.
- During testing, the Test Administrator must monitor students taking the test to make sure that a breach of the secure browser has not allowed students to access external sites or other resources on their testing device during the assessment.
- Test Coordinators and Administrators are responsible for ensuring that only individuals who have been appropriately trained and whose presence is required to ensure the validity and security of the assessment are present during administration of secure tests. Media and other non-trained individuals are not allowed in secure testing environments.
- Low level test improprieties can be handled at the local level without escalation to the SDE (see the TAM page 63 for examples of low-level test improprieties).
- In the event of a medium or high level security breach, such as a release of secure materials or a repeatable security/system risk, the Test Administrator should immediately escalate the incident report log to their district testing coordinator. This log can be found on the Smarter Balance Portal. The district testing coordinator should immediately validate and escalate the log to Angela Hemingway at ahemingway@sde.idaho.gov and the Smarter Balanced Help Desk at smarterbalancedhelpdesk@ets.org.
- The online appeals system can be utilized to invalidate a test, reset a test, re-open a test, and/or restore a test. This system is available online and your appeals will be reviewed and approved by the SDE.

The Field Test is a practice run of the assessment to ensure that questions are accurate and fair for all students. The Field Test also gives teachers and schools a chance to gauge their readiness in advance of the first operational assessments in spring 2015. Awareness of test security procedures and policies is essential for a successful Field Test. We encourage you to share this information to your School Test Coordinators and Test Administrators.